

KICKAPOO TRIBE IN KANSAS

POSITION DESCRIPTION

**Title:** Lead Teacher / Early Childhood Supervisor

**Position:** Full-Time

**Location:** Kickapoo Head Start; Powhattan, Kansas

**Supervisor:** Assistant Director

**Position Summary:**

To provide a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). To promote the social, emotional, physical, and cognitive development of Head Start children. Encourage parent involvement in all aspects of the program. To develop individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

**General Description:**

- Prevention and Early Intervention/Disabilities Services (15%)
- Communication/Consultation (15%)
- Compliance and Review (15%)
- Individualization (15%)
- Curriculum and Assessment (15%)
- Parent Involvement & Community Partnerships (10%)
- Utilize Information Systems to support child/family and agency outcomes. (10%)
- Additional Job Responsibilities (5%)

**Minimum Qualifications:**

Minimum educational requirement of an Associate's Degree in early childhood education or a Bachelor's in early childhood or a Bachelor's in a related field that includes 6 classes focusing on early childhood education/development. Experience in pre-school classroom is required, two years is preferred. Diploma will be required to validate Early Childhood Education degree or transcripts to validate 6 related classes if related Bachelor's Degree.

**Submit resume and application to:**

Kickapoo Tribe in Kansas  
Human Resources Department  
824 111<sup>th</sup> Drive  
Horton, Kansas 66439